



42<sup>nd</sup> Holiday Arts and Crafts Show  
Exhibitor Application  
Sunday, December 5, 2021  
10am – 4pm

**TOWN USE ONLY**

Amt Paid \_\_\_\_\_

Space# \_\_\_\_\_

**APPLICATION**

Company or Trade Name (if applicable) \_\_\_\_\_

Name \_\_\_\_\_

Last

First

Primary Phone \_\_\_\_\_

Cell \_\_\_\_\_ E-mail (required) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Have you exhibited with the Herndon Arts & Crafts Show in prior years? If yes, what years? \_\_\_\_\_

**Arts/Craft Category** (check only one & give description of items below)

Baskets \_\_\_\_\_

Fine Arts \_\_\_\_\_

Gourmet Foods \_\_\_\_\_

Seasonal/Decor \_\_\_\_\_

Glass/Stained \_\_\_\_\_

Leather \_\_\_\_\_

Floral/Herbal \_\_\_\_\_

Quilts \_\_\_\_\_

Jewelry \_\_\_\_\_

Metal \_\_\_\_\_

Children's/Toys/Dolls \_\_\_\_\_

Personal care \_\_\_\_\_

Wood \_\_\_\_\_

Pottery/Clay \_\_\_\_\_

Clothing \_\_\_\_\_

Other \_\_\_\_\_

Description of all items sold at this show (*pictures must be submitted with the application each year*)

Do you have an oversized vehicle? Yes \_\_\_\_\_ No \_\_\_\_\_ Size of vehicle \_\_\_\_\_

Do you have an oversized trailer? Yes \_\_\_\_\_ No \_\_\_\_\_ Size of trailer \_\_\_\_\_

Are special accommodations needed? (please explain) \_\_\_\_\_

--continued on next page--

## **Booth Information**

Please check booth size and whether you need a table or electricity. We may not be able to accommodate these requests the day of the event.

<input type="checkbox"/> <b>Single Booth</b> <b>(6' x 9')</b> <b>\$100</b>	<input type="checkbox"/> <b>Double Booth</b> <b>(6' x 18')</b> <b>\$190</b>	<input type="checkbox"/> <b>Corner Booth</b> <b>(6' x 9' single only)</b> <b>\$20 Additional</b>	<input type="checkbox"/> <b>30" x 8' Table</b> <b>\$10 Additional</b>	<input type="checkbox"/> <b>Electricity</b> <b>\$20 Additional</b>
---	--	---	---	--

## **Payment**

Payment can be made by cash in person, or by check made payable to the **Town of Herndon** (*all returned checks are subject to a \$50 fee*). If you are not selected for the show, your fees will be fully refunded, and photos will be returned. An accepted application is considered a commitment to the show.

I have read and agree to comply with the attached Rules and Regulations. I hereby agree for myself, my heirs, my executors, administrators and assigns to waive all claims against, release, indemnify, defend and hold harmless the Town of Herndon, its officials, supervisors, employees and agents (the "Town") from any and all claims or liabilities for any injuries, disability, death, loss or damage to person or property, however caused, arising out of or connected with my use of the Town facilities, and waive my ability to bring any legal action against the Town. I also agree to be responsible for collection of Virginia State Sales Tax.

I also grant the Town permission to use my art and/or craft works and my likeness in a photograph, video, or other digital media ("photo") taken by the Town, in any and all of its publications, including web-based publications, without payment or other consideration. I understand and agree that all photos will become the property of the Town and will not be returned. I hereby irrevocably authorize the Town to edit, alter, copy, exhibit, publish, or distribute these photos for any lawful purpose. In addition, I waive any right to inspect or approve the finished product wherein my art and/or craft works or likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of the photo.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## EXHIBITORS' RULES AND REGULATIONS

***PLEASE READ THE APPLICATION, RULES AND REGULATIONS CAREFULLY BEFORE SIGNING AND RETURNING THE APPLICATION.***

### **DESCRIPTION**

The Herndon Holiday Arts & Crafts show is a **ONE**-day indoor event. Arts and Crafts vendors will be placed at various locations in the Herndon Community Center on **Sunday, December 5, 2021 from 10:00am-4:00pm**. The event is free to the public.

### **ELIGIBILITY**

The exhibitor must be the originator of the items being sold – no “buy/sell”. No commercially reproduced work, including books, collections and/or pre-made kits will be permitted. Gourmet foods must be homemade items, not pre-purchased foods.

### **APPLICATION PROCEDURE**

For best consideration and booth placement, applications should be post marked by Wednesday, October 6, 2021. Applications received after this date will be reviewed as space is available.

The Holiday Arts and Crafts show is open to all crafters and artisans who meet the requirements, submit complete information and payment by the stated deadlines, and produce hand-made work in the categories above. Participants are selected from submitted photographs\*. Ensure the descriptions of your products are complete and your photographs represent the quality of your work in the best way possible. The town's nondiscrimination policy applies to all submittals.

The show seeks a diverse selection of products and therefore may limit the number of like items in a particular category. A three-member jury will review each submitted application. Jurors independently review and rank the applications and then collaborate to achieve final selections. The decision of the committee is final.

**\*Four (4) new and high-quality photos** of your product and booth should be submitted and will be the basis of the jury selections. **Please submit four (4) recent photographs of your work and display. Pictures are required each year for both new and returning vendors. One of those pictures should be of you making your craft and one depicting your booth set up.** Only products represented in the photos and selected by the jury may be sold at the show. **Hard copy photos should be labeled with your name and address. Please do not send samples, as they will not be returned.**

Payments will be processed for all craft show applications. Vendors not accepted into the show will receive full refunds.

Vendors applying by October 6 will be notified of selection status via email by October 12<sup>th</sup>. Those not selected will have fees fully refunded. Applications received after October 6<sup>th</sup> will be notified of status within three weeks of receipt. Booth number and show directions and information will be mailed to accepted vendors the week of November 8<sup>th</sup>. If you have been accepted and have not received your set-up information by November 19<sup>th</sup>, please call 703-435-6800 ext.2120.

The event director has the final decision on completeness and acceptance of applications, the categorization of items as well as placement of vendor booths.

## **BOOTH INFORMATION**

Display spaces are 6'x 9'. Display racks, easels, etc. must fit in the 6'x 9' space. They must also be finished and in good show condition on both sides and be constructed in such a manner as to prevent falling. Tables should be draped to within one (1) inch of the floor on all sides. Everything not on display should be stored neatly and preferably out of sight under the table. Chairs will be made available at no charge. No signs are permitted in the display except personal business cards, exhibitor's name or business name, charge card signs, and price of items. For indoor events, tents are not permitted. **"Special Sale" signs are prohibited.** You may rent a table & electricity, but you must do so when applying. Booth assignments are made on a first-come, first-served basis, with limited priority to returning artists, are not negotiable, and are the final decision of the event director.

## **SET-UP & EVENT HOURS**

The Community Center will open at 6:15am for set-up. Specific instructions will be sent to facilitate a smooth set-up/tear-down procedure. All vendors must operate their booths for the duration of the show; failure to do so may result in rejection to future shows. Doors will open to the public at 10:00am and close at 4:00pm. You will need to provide your own materials for set-up.

## **EXHIBITOR INSURANCE**

It is strongly recommended that exhibitors carry their own insurance policy to cover their property and actions. The Town of Herndon is not responsible for loss or damage to exhibitors or vendors. The Town of Herndon does not insure exhibitors or vendors of any type.

## **SALES TAX**

All exhibitors are required to pay a tax of six percent on all sales made at the show to the Commonwealth of Virginia. Enclosed in this packet is the ST-50 form you must fill out at the end of the show and send to the Department of Taxation. Exhibitors who already have a sales tax number from the Taxation Department should file their report in the usual manner.

## **EXHIBITOR RULES**

- In signing the Application, exhibitors agree that all work must be original, handcrafted, manufactured and executed by the exhibitor. If it is of traditional design, it should authentically reflect its source. Also, it must demonstrate that the work shown on the photographs submitted is representative of what is to be exhibited. Exhibitors understand that should any of the above be found to be untrue, they may be asked to leave the show.
- Upon acceptance, booth fees are non-refundable.
- Exhibitor must always demonstrate professional behavior. Rude, obscene, or abusive language and/or threatening or actual physical restraint and/or abuse of another exhibitor, staff, or general public is strictly prohibited and will result in immediate removal and banishment from participation in future shows.
- Exhibitor and participants must abide by all State, County and Town ordinances and regulations, including any special health regulations for the use of Town facilities. As of September 17, 2021, this includes wearing a mask indoors in Town buildings.

## **APPLICATION CHECK LIST:**

No application will be considered without all of the following:

1. Application filled out completely, legibly, and signed.
2. Submit page 1-2 and keep page 3-5 for reference.
3. Four photographs labeled with your name and address, showing your process for making the item.
4. Cash or check payable to "Town of Herndon" for all fees of booths and services requested.

**For additional information contact the event director, Holly Popple, at [holly.popple@herndon-va.gov](mailto:holly.popple@herndon-va.gov) or call (703) 435 – 6800 Ext: 2120**

**Applications must be submitted as soon as possible for best consideration. Limited booth spaces remain.**

Mail applications to:  
Herndon Parks & Recreation Department  
777 Lynn Street  
Herndon, VA 20170  
Fax 703-318-8652  
[parksandrec@herndon-va.gov](mailto:parksandrec@herndon-va.gov)